



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$43,753.77 - \$45,731.91
Posting Number 323-30	Position Number 009491	Number of Positions 1	Posting Period * From: 10/06/2020 To: 10/20/2020
Location: 369 South Warren Street, Trenton, NJ. 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position will be responsible for the Financial System) and NJSTART or MACSE (New Jersey's e-procurement and procurement solutions) for COVID-19 expenditure payment documents ensuring all rules, regulations, and policies are followed in these systems as well as in strict accordance with all Department of the Treasury and Departmental rules and regulations pursuant to accepted auditing standards applicable to large governmental operations.

Act as a liaison with vendors and program staff for the payment of materials, supplies, equipment and services relative to COVID-19 expenditures and resolve any payment issues.

Develop and maintain comprehensive financial system records and reports utilizing spreadsheet software (Excel) and Business Objects reconciling expenditures and account balances with NJCFS.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #323-30
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53
AUGUST 20